

COMPANY POLICY CONCERNING BACKGROUND CHECKS

Mission Network Activities USA, Inc. is committed to protecting the children and youth they serve, and providing an environment suitable for their religious, moral, and human development.

In order to fulfill this commitment, Mission Network Activities USA, Inc. arranges for each of its volunteers who will have regular contact with children and youth as part of their ministry to undergo a thorough but reasonable background check.

MATERIALS FOR BACKGROUND CHECKS

Each volunteer will receive the following materials:

- Company Policy Concerning Background Checks
- "A Summary of Your Rights Under the Fair Credit Reporting Act."
- A "Volunteer Policy and Procedure Manual", "Authorization and Disclosure for Background Check", "Volunteer Agreement", and "Safe Environment Questionnaire."

Because Mission Network Activities USA, Inc. will conduct criminal background checks on volunteers who have regular contact with children and youth as part of their ministry, Federal Law requires that these volunteers be informed of their rights concerning this background check under the Fair Credit Reporting Act. Each volunteer should read carefully the attached "Summary of Your Rights Under the Fair Credit Reporting Act" before proceeding any further.

Volunteers should understand that Mission Network Activities USA, Inc., in order to comply with the commitments stated above, will only obtain the following items for each volunteer:

1. Verification of Social Security Number
2. National Criminal File Search
3. State Sexual Offender Search

Each volunteer should complete the "Authorization and Disclosure for Background Check", "Volunteer Agreement", and "Safe Environment Questionnaire", and return it directly to the National Office of Mission Network Activities USA, Inc.

PROCEDURE FOR BACKGROUND CHECKS

Mission Network Activities USA, Inc. has arranged for an outside company, "First Advantage Background Services Corp.", to conduct the background checks. Each volunteer will be required to pay a small service charge in order to complete the check.

After the check is complete, First Advantage sends the results directly to the National Director of Mission Network Activities USA, Inc., for Mission Network Activities USA, Inc. volunteers.

- If the background check reveals any seriously negative information about the applicant that involves the sexual abuse of children or young people, the National Director may not hire this volunteer.
- If the background check reveals any seriously negative information about the applicant that does not involve the sexual abuse of children or young people, the National Director will consult with legal counsel. This insures that any assessment or further action is consistent with Federal and State law.
- If the background check reveals any seriously negative information about the applicant that results in the Director's decision to reject an applicant for volunteer service, First Advantage will make this same information available to the applicant, consistent with the attached document "A Summary of Your Rights Under the Fair Credit Reporting Act."
- The information that the applicant provides to First Advantage explaining the negative information will be a part of any assessment that is made.
- The information of each applicant will be used with care and discretion.